Policy & Guidelines Regarding Horizontal Connectivity of the Field Offices

Government of Maharashtra

General Administration Department,
Circular No: DIT09/570/39,
Mantralaya, Mumbai – 400032.
Dated: 20th January 2010

Read: - 1) Circular No - DIT File 07/CR-107/39 dt. 06-04-2009

In pursuance to the guidelines issued by Government of India (GoI) under National e-Governance Plan (NeGP), Government of Maharashtra (GoM) is in the process of setting of Maharashtra State-Wide Area Network (MSWAN) in the state. MSWAN provides vertical connectivity from Taluka Headquarters to respective district headquarters and from District headquarters to State headquarter.

2. The departments and their local level offices under the Government of Maharashtra intend to set up Local Area Network. This LAN shall be connected by means of horizontal connectivity to the MSWAN vertical network. There will be a large number of LANs to be setup at the District & Taluka level offices.

The vertical connectivity will be extended to local level offices from the respective Point of Presence (PoP) as a horizontal connectivity in the following manner:

A] The procedure to be followed by the departments for setting up horizontal connectivity of their field offices with MSWAN:

1) The department, in which LAN has already been established in their field offices, should choose any of the empanelled agencies as per Rate Contract Ref No: DIT09/570/39 dated 4th Jan 2010, as its Horizontal Connectivity Provider Agency (HCPA). The contacts details of the empanelled agencies are provided in Annexure - I.

2) The indenter department or its subordinate office subject to the indenter department's internal delegation of power should issue a letter for conducting the site survey to HCPA indicating the location details of the offices.

3) HCPA will prepare a site survey report in the format provided in the Annexure – II & get it certified by the District Informatics Officer (DIO), NIC of the concerned District.

4) HCPA will then submit this certified site survey report within 15 days to the concerned Department or its subordinate office subject to the indenter department's internal delegation of power.

5) The indenter Department or its subordinate office subject to the indenter department's internal delegation of power should send to DIT a proposal consisting of consolidated survey reports of all offices and Bill of material proposed by HCPA if the proposal exceeds Rs. 1 lakh per site/ location. If per site cost estimate is less than Rs. 1 Lakh there is no need to get it vetted by DIT and the indenter department or its subordinate office can approve the proposal subject to the indenter department's internal delegation of power.

6) DIT will provide comments to the proposal within 15 days.

7) After vetting of the proposal, by DIO (NIC) or DIT, the department or its subordinate office subject to the indenter department's internal delegation of power should issue a Letter of Intent (LoI) to HCPA asking the agency to submit a Performance Bank Guarantee (PBG) for 5% of the Order value within a week.

8) Before issuing the LoI, the department or its subordinate office subject to the indenter department's internal delegation of power should ensure that it has the necessary budget for this purpose. DIT will not bear any expenditure in this regard.

9) On receipt of the PBG, the department or its subordinate office subject to the indenter department's internal delegation of power would issue work order (WO) for setting up of Horizontal Connectivity to HCPA.

10) HCPA shall be responsible to liaison with MSWAN operator & bandwidth provider for establishing the Horizontal connectivity and all user end components inclusive of power and labor and any other physical infrastructure requirements at the user end.

11) On establishing the Horizontal Connectivity, HCPA will submit the invoices for the Network Equipments which concerned Department will cross-verify with the rate contract indicated above.

12) The details for various media type connectivity are provided in Annexure III. HCPA should explore the multiple options and should recommend appropriate connectivity media as per the guideline provided in the Annexure III.

13) The rates for the bandwidth in case of leased line type of connectivity is Provided in Annexure IV. The Government of India is providing funds for Bandwidth of Horizontal Connectivity to certain department office (20 at State Head Quarter - SHQ, 10 at District Head Quarter DHQ, 5 at Taluka Head Quarter - THQ), the details of which are provided in Annexure V. This funding will be only provided during the initial period and the indenter department should make the budgetary provisions for this recurring cost in the future.

14) The indenter Department or its subordinate office subject to the indenter department's internal delegation of power will have to bear all the expenses for establishing the horizontal connectivity to its offices including the cost of bandwidth in case of leased line type of connectivity. The concerned Department will pay 75% of the bill amount within 45 days of receipt of the Invoice and the detailed BoM of the items supplied. The balance 25% of the bill amount will be paid after inspection of the site by the concerned Department or any independent agency.

15) In addition to the procedures laid above, the indenter department must follow all existing rules and procedures of the GoM.

B] The Department which intends to establish the LAN in their field offices and to set up horizontal connectivity with MSWAN should follow the procedure given below:

1) The department or its subordinate office subject to the indenter department's internal delegation of power should classify, the number of required connections in each office as More than 24 or less than 24 connects; based on which they should contact the

empanelled agencies as per Rate Contract Ref No: DIT09/570/39. The contacts details of the empanelled agencies are listed Annexure – I.

2) The indenter department or its subordinate office subject to the indenter department's internal delegation of power should issue a letter for conducting site survey to HCPA indicating the location details of the offices.

3) HCPA will prepare a site survey report in the format provided in the Annexure – II & get it certified by the District Informatics Officer (DIO), NIC of the concerned District.

4) HCPA will then submit this certified site survey report within 15 days to the concerned Department.

5) The indenter department or its subordinate office subject to the indenter department's internal delegation of power should send to DIT a proposal consisting of consolidated survey reports of all offices and Bill of material proposed by HCPA if the proposal exceeds Rs. 2 Lakh per site/ location. If per site cost estimate is less than Rs. 2 Lakh, there is no need to get it vetted by DIT and the indenter department or its subordinate office can approve the proposal subject to the indenter department's internal delegation of power.

6) DIT will either approve or provide comments to the proposal within 15 days.

7) After vetting of the proposal by DIO (NIC) or DIT, the indenter Department should issue a Letter of Intent (LoI) to HCPA asking the agency to submit a Performance bank Guarantee (PBG) for 5% of the Order value within a week.

8) Before issuing the LoI, the concerned Department or its subordinate office subject to the indenter department's internal delegation of power should ensure that the Department has the necessary budget for this purpose. DIT will not bear any expenditure in this regard.

9) On receipt of the PBG, the indenter Department would issue work order (WO) for setting up of LAN & establishing horizontal connectivity to HCPA.

10) HCPA shall be responsible to liaison with MSWAN operator & bandwidth provider for establishing the Horizontal connectivity and all user end components inclusive of power and labor and any other physical infrastructure requirements at the user end.

11) Installation and Configuration of all network equipment shall be the responsibility of HCPA.

12) On successful acceptance of the LAN installation & establishment of Horizontal connectivity, HCPA will submit the invoices which, concerned Department or its subordinate office subject to the indenter department's internal delegation of power will cross-verify with the rate contract indicated above.

13) The details for various media type connectivity are provided in Annexure III. HCPA should explore the multiple options and should recommend appropriate connectivity media as per the guideline provided in the Annexure III.

14) The rates for the bandwidth in case of leased line type of connectivity is Provided in Annexure IV. The Government of India is providing funds for Bandwidth of Horizontal Connectivity to certain department office (20 at State Head Quarter – SHQ, 10 at District Head Quarter DHQ, 5 at Taluka Head Quarter – THQ), the details of which are provided in Annexure V. This funding will be only provided during the initial period

and the indenter department should make the budgetary provisions for this recurring cost in the future.

15) The indenter department or its subordinate office subject to the indenter department's internal delegation of power will have to bear all the expenses for setting up of LANs and establishing the horizontal connectivity to its offices. The concerned Department will pay 75% of the bill amount within 45 days of receipt of the Invoice and the detailed BoM of the items supplied. The balance 25% of the bill amount will be paid after inspection of the site by the Department or any independent agency.

16) In addition to the procedures laid above, the indenter department must follow all existing rules and procedures of the GoM.

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By order & in the name of the Governor of Maharashtra,

(Dr. Santosh Bhogle)
Under Secretary (IT),
General Administration Department.

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Principal Secretary to Chief Minister, Govt. of Maharashtra

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Principal Secretary to Minister of State (Revenue), Govt. of Maharashtra

Chief Secretary, Mantralaya

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Principal Secretary, Industries, Mantralaya

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State Informatics Officer, New Administrative Building, Mantralaya

All Rest of Departments, Mantralaya

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Chief Engineer (Special Project) PWD, Marzban road, Mumbai - 400 001

Chief Engineer, National Highway Region, Konkan Bhavan, Navi Mumbai

Managing Director, CIDCO

Chief Conservator of Forest, Nagpur

All District Informatics Officers, NIC

All Rest of Departments, Govt. of Maharashtra

Annexure - I

Empanelled List of Horizontal Connectivity Provider Agencies (HCPA)

Agency	Type of LAN
1. M/s ITI Limited National Insurance Building, 27th, A K Nayak Marg, 1st Floor, Fort, Mumbai Contact Person: **Mr. Y. Subba Reddy** Tel No: (022) 22019684 Fax No: (022) 22019795 Email: mumbai_ro@itiltd.co.in	i) More than 24 Connects ii) Up to 24 Connects
2. M/s Spanco Limited Vishwaroop Infotech Park, 13th floor, Sector 30 A, Vashi, Navi Mumbai - 400703 Contact Person: **Mr. Pankaj Gadkari** Tel No: (022) 67165566 Fax No: (022) 67165599 Email: pankajg@spancotele.com	i) More than 24 Connects ii) Up to 24 Connects
3. M/s Tulip Telecom Limited 4th Floor, Plot 32, Central Road, MIDC, Andheri (E), Mumbai - 400093 Contact Person: **Mr. Shrikant Nair** Tel No: (022) 66404000 / 66404011 Fax No: (022) 28238468 Email: shrikantn@tulip.net	i) More than 24 Connects ii) Up to 24 Connects
4. M/s Gemini Communication Limited 234-A, Chandi Plaza, Gr. Floor, Dhirsen Marg, Sant Nagar, East of Kailash, New Delhi - 110065. Contact Person: **Mr. K. Upadhyay** Tel No: (022) 25283466 / 25292259 Fax No: (022) 25283466 Email: upadhyaysk@gcl.in	Only for More than 24 Connects

Annexure II

Site Survey Report for the type of connectivity

Sr.	Office	District	Nearest MSWAN PoP	Aerial Distance From MSWAN PoP	Cable / Road Distance from MSWAN PoP	Type of connectivity suggested
1						
2						
3						
4						
5						
6						
..						
..						

Annexure III

(Details of Various Media Type Connectivity which the department may consider)

- **CAT 5E/6 Ethernet** – Offices within the range of 100 meters from nearest MSWAN POP may be connected through Ethernet extension

- **Gigabit Fast Ethernet / fiber channel**- Offices at a distance of more than 100 meters and less than 500 meters from nearest MSWAN POP may be connected through fiber.

- **Leased line** – Offices beyond 500 meters from nearest MSWAN POP may be connected through Bandwidth Service Provider leased lines.

- **Wireless link**- Offices beyond 500 meters and within 10-12 Km range from nearest MSWAN POP may also be connected through wireless Links.

Annexure IV

Annual Rates for Leased Line Connectivity (In Rs.)

Distance	256 Kbps	512 Kbps	1 Mbps	2 Mbps	4 Mbps
0-5KM	47475	82651	140002	24464	38927
5-10KM	50602	83980	142381	31403	52806
10-15KM	51512	85310	144761	38342	66685
15-20KM	52421	86640	147140	45283	80565
20-25KM	53334	87974	149527	52299	94597
25-30KM	54243	89304	151906	59161	108323
30-35KM	55153	90633	154286	66101	122202
35-40KM	56062	91963	156665	73040	136081
40-45KM	56972	93293	159045	79980	149959
45-50Km	58085	94920	161957	88767	167534
50-55KM	58995	96250	164336	95706	181413
55-60KM	59904	97580	166716	102646	195292
60-65KM	60814	98910	169095	109585	209170
65-70Km	61723	100239	171475	116525	223051
70-75Km	62633	101569	173854	123465	236930
75-80Km	63542	102899	176234	130404	250808
80-85KM	64452	104229	178613	137344	264687
85-90KM	65364	105562	181000	144283	278566
90-95KM	66274	106892	183379	151222	292445
95-100KM	67384	108516	186284	160010	310019

Ref: Rates – MSWAN (DIT/File-07/CR 107/39)

Annexure V

(Department for which GOI will pay bandwidth cost for Horizontal Connectivity)

1) **District Head Quarters (DHQ)**
    i. **Collector office**
    ii. **SP Office**
    iii. **Police Commissioner (if present)**
    iv. **Zilla Parishad**
    v. **Municipal Commissioner (if present)**
    vi. **Treasury Office**
    vii. **Road transport Offices**
    viii. **Employment & Self Employment**
    ix. **Co-located Divisional Headquarters**
    x. **Co-located Taluka Headquarter**

2) **Taluka Head Quarters (THQ)**
    i. **Taluka Office**
    ii. **Police Station or Dy. SP Office**
    iii. **BDO Office**
    iv. **Treasury office**